

Executive for Personnel and Administration

11 September 1946

Chief, Legislative Liaison Branch

Handling of Congressional Mail and Legislative Material

It is requested that the following procedures be established for the handling of Congressional material within CIG:

1. All Congressional mail addressed to the Central Intelligence Group is to be forwarded to the Legislative Liaison Branch, following its logging in by the Central Records Section.

2. Legislative Liaison Branch will forward the correspondence to the appropriate staff sections of CIG for action, maintaining a suspense file on the matter.

3. All Congressional mail will be answered by the close of business on the day following receipt of the correspondence. The answer will be forwarded, prior to its dispatch, to the Legislative Liaison Branch to note the action taken, and to coordinate it with CIG procedures in Congressional matters.

4. If the correspondence is of such a nature that it cannot be answered within the prescribed time, this information should be forwarded to the Legislative Liaison Branch, which will in turn inform the Senator or Congressman of the reason for the delay or the preliminary steps taken, if any.

5. The Legislative Liaison Branch will maintain a reference card file on all Congressional correspondence in order to have a current record of Congressional relations. This file will also include a record of Congressional comment on CIG and intelligence generally.

6. Central Records Section will also forward to Legislative Liaison Branch all material dealing with legislative material. This includes the Congressional Record, reprints of Congressional speeches, and similar material.

WALTER L. PFORZHEIMER
Chief, Legislative Liaison Branch

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